

**SUMMARY OF THE  
TRANSITION AD HOC COMMITTEE MEETING  
MARCH 13, 2002**

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, March 13, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. Chairperson Dr. Paul Kimsey of the California Department of Health Services led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

**REVIEW OF PREVIOUS MINUTES**

No minutes were reviewed.

**JOINT MEETING**

The Program Policy and Structure Committee had been invited to participate in this joint teleconference. Dr. Kimsey welcomed those members present: Dr. Kenneth Jackson, chair, Arthur Burton, Andrew Eaton, and Ann Rosecrance. Jerry Parr and Gene Tatsch were present as guests. Dr. Kimsey thanked everyone for his/her participation at the Dallas meeting and Deborah Loring for taking the minutes. Dr. Kimsey stated that the purpose of this teleconference was to review the events of the Dallas meeting and to delineate next steps and strategize timelines.

**DALLAS MEETING UPDATE**

Kenneth Jackson gave an update on the progress made by the Program Policy and Structure Committee at the Dallas meeting, where the first draft of the Constitution and Bylaws of the Standards Adoption Organization, had been presented. It had been proposed at this meeting to call the Standards Adoption Organization "NELAC". The Constitution and Bylaws will again be reviewed at the March 20, 2002, Program Policy and Structure teleconference, when all the changes suggested at the Dallas meeting will be incorporated. It will then be presented at the next Transition teleconference for review, after which, it will be submitted to Jeanne Hankins by April 1<sup>st</sup> for her review and then to the stakeholders for their information, as this will be put up for a vote at NELAC 8, to become effective by NELAC 9.

Dr. Jackson also stated that the meeting had resulted in a recommendation being made that standards developed by any existing standards development organization could be considered for adoption by NELAC. He also advised the members that the Institute of National Environmental Laboratory Accreditation is currently expanding its Board of Directors and will be forming committees that are similar to the present NELAC organization. It is expected that those presently serving on NELAC committees will be invited to join a similar committee at the Institute.

Illona Taunton stated that a key point to have emerged from this meeting was the Standards Review Committee, which will operate between the standards setting and the standards adoption

process, to recommend whether or not the standard be put to a vote.

Dr. Kimsey opened discussion regarding the format for NELAC 8. The presentation is to be a joint effort by Drs. Jackson and Kimsey, who will review the background and history, and give a special report on the charge that was given to the Transition and Program Policy and Structure Committees at NELAC 7i. Dr. Jackson will present the new Constitution and Bylaws and explain how standards are going to be presented for voting. He will also explain the transition between NELAC 8 and NELAC 9.

A high priority for subsequent joint teleconferences between these two committees is to plan the presentation for NELAC 8, starting at the April 10<sup>th</sup> Transition teleconference.

Dr. Jackson will rewrite his information paper and have it posted on the website. It was suggested that he have it published in the Environmental Laboratory Washington Report, as a means to help dispel rumors, as well as e-mail this paper to all chairs and committees. Barbara Geisler and Carol Batterton offered to help Dr. Jackson with this project.

Ms. Hankins asked if anyone had contacted any of the standard setting organizations to see if they would want to make a presentation at NELAC 8. It was suggested to approach as many as possible, in order to make known that any standards development organization will be considered. The suggestion to have this published in the Federal Register was considered appropriate.

Dr. Davis mentioned that ACWI has produced a white paper, dated 02/14/02, endorsing NELAP accreditation for all federal laboratories and will send a copy of this to Ms. Hankins.

#### **FUTURE TELECONFERENCES**

The next teleconference will be March 27, 2002, at 1:00 p.m. EST.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
TRANSITION AD HOC COMMITTEE MEETING  
MARCH 13, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Dr. Jackson to write a summary paper.	ASAP

**PARTICIPANTS  
TRANSITION AD HOC COMMITTEE MEETING  
MARCH 13, 2002**

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